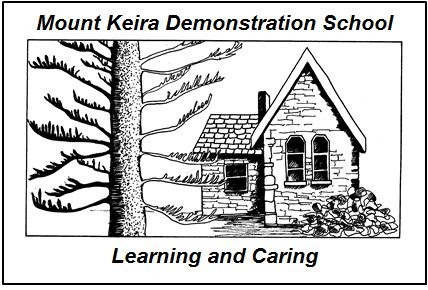
MOUNT KEIRA DEMONSTRATION SCHOOL

Enrolment Policy



### SCHOOL CONTEXT

### Mount Keira Demonstration School is a small school that has a commanding view of the Pacific Ocean and Wollongong from its enviable position on the Illawarra escarpment. For over 150 years Mount Keira Demonstration School has provided first class educational programs and a supportive, safe and happy learning environment for thousands of school children in our local community. We are proud that this tradition continues today. Our teachers are dedicated, enthusiastic professionals who prepare and deliver relevant and challenging learning experiences that are designed to inspire a lifelong love of learning in our students. Our supportive parents have high expectations of student achievement academically, creatively, socially and morally.

# GENERAL PRINCIPLES GOVERNING ENROLMENT

* A student is considered to be enrolled when he or she is placed on the admission register of a school.
* A student should be enrolled in one school only at any given time.
* Children are entitled to be enrolled at the government school that is designated for the intake area within which the child’s home is situated and that the child is eligible to attend.
* Parents may seek to enrol their child in the school of their choice. However, conditions and restrictions apply.
* School local areas are determined by the Executive Director, Public Schools NSW following consultation with Director, Public Schools NSW, Asset Management and the School Principal.

# MOUNT KEIRA DEMONSTRATION SCHOOL CAPCITY

Mount Keira Demonstration School, due to the size of the school site, topography and the adjacent Bush Fire Zone is limited to the number of classrooms it can accommodate. The school site’s permanent maximum accommodation is 4 standard size classrooms and 1 small library. The Enrolment Ceiling is currently 103 students.

Our Enrolment Buffer will be 4 places, set aside for new local students who might be considered for enrolment during the academic year if vacancies are available. These places will be offered only to local students.

# PLACEMENT PANEL

The panel will consist of the principal, classroom teacher and a nominated member of the school’s Parents & Citizens association. The panel will meet in week 9, of each term of each calendar year, or as required.

Only if local applicants have been accommodated will consideration be given to non-local enrolments.

When considering individual applications, the panel will only refer to the information contained on the written application form.

The recommendations made by the placement panel will be made within the context of the enrolment ceiling, possible future enrolments and the buffer retained for local students seeking enrolment throughout the year.

# CRITERIA FOR CONSIDERING NON-LOCAL ENROLMENT APPLICATIONS

The following criteria will be applied when considering applications for enrolment:

* proximity and access to the school
* siblings already enrolled at the school
* medical reasons
* safety and supervision of the student before and after school
* special interests and abilities
* compassionate circumstances
* structure and organisation of the school including future enrolment projections

Proof of exceptional circumstances as to why the student cannot attend their local school would need to be provided in the written application.

# WAITING LISTS

Waiting lists will be established for both local and non-local students. Parents will be advised in writing if their child is to be placed on a waiting list.

Waiting lists will be current for one year.

# APPEALS

Where a parent wishes to appeal against the recommendation of the placement panel, the appeal should be made in writing to the Principal. When required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The Principal will consider the appeal and seek to resolve the matter.

If the appeal is not resolved at the local level, the Director, Public Schools NSW will consider the appeal and make a determination. The Director, Public Schools NSW will consult with the relevant Principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

# RESPONSIBILITIES OF THE PRINCIPAL

With regard to enrolment application, the school Principal is responsible for:

* preparing an Enrolment Policy;
* informing present and prospective members of the school community about provision available at the school;
* managing the school enrolments within the resources provided to the school;
* advising the Director, Public Schools NSW of enrolment and curriculum trends in the school;
* maintaining accurate and complete enrolment data;
* establishing an enrolment ceiling based on available permanent accommodation;
* setting an enrolment number (a buffer) to cater for anticipated local demand during the year;
* establishing a placement panel when demand for local and non-local places exceeds available accommodation;
* documenting and promulgating the criteria for selection amongst non-local enrolment applications to parents and the school community;
* considering the decisions of the placement panel on local and non-local enrolments at the school level;
* liaising with the applicant’s local school to gain ensure the student’s needs cannot be met at that school

# RESPONSIBILITIES OF THE DIRECTOR, PUBLIC SCHOOLS NSW

With regard to enrolment, the Director, Public Schools NSW is responsible for:

* monitoring enrolment policies, procedures, numbers and ceilings at all schools in the School Education Group;
* making determinations for out of area placements, in consultation with schools, which cannot be resolved at the school level;
* monitoring schools’ local areas in collaboration with Principals and Director, Public Schools NSW

## LOCAL DRAWING AREA

For our local drawing area please see map in administration area of school.